

Conversion to SES Career Appointment

Introduction

In EHRP, when an employee is to be converted from a GS (General Excepted Appointed Service) to an SES (Senior Executive Service) position, the user must enter the applicable personnel action (NOA 542-0). The data in the **HR Processing** page group must also be updated to reflect the change in the employee's position.

Navigational Path

Home → Administer Workforce → Administer Workforce (USF) → Use → HR Processing

Or

Access the item using the Worklist.

Navigational Tips



- The icon represents a look-up prompt. Clicking this button will allow you to look up all possible entry options for this field.
- The icon represents a date prompt. Clicking this button will produce a pop-up calendar for reference. To select a specific date from the pop-up calendar as the field entry, simply click on the date. Use the arrows to move through the months and years.

Position Number

Before beginning to process a Conversion, sure to make note of the position number to which the employee will be assigned.



NOTE: Be sure all special pays are stopped on the prior appointment before proceeding.

Procedure

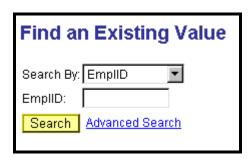
The following steps detail the procedure for converting an employee to a SES appointment.



1 Follow the navigational path:

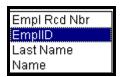
Home → Administer Workforce → Administer Workforce (USF) → Use → HR Processing

The Find an Existing Value page appears.



2 Select the variable you would like to **Search By** from the drop down list.

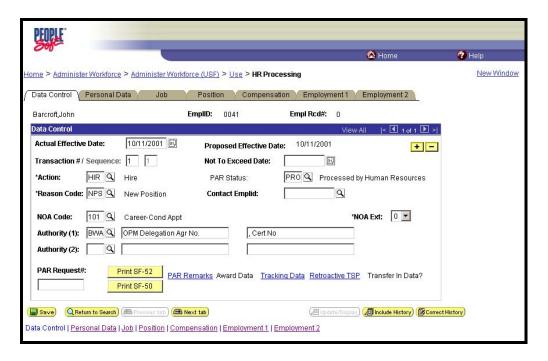
The search options include:



- 3 Enter the appropriate variable in the next field. (i.e. Last Name)
- 4 Click Search
- 5 Select the appropriate employee.



The following **Data Control** page appears:

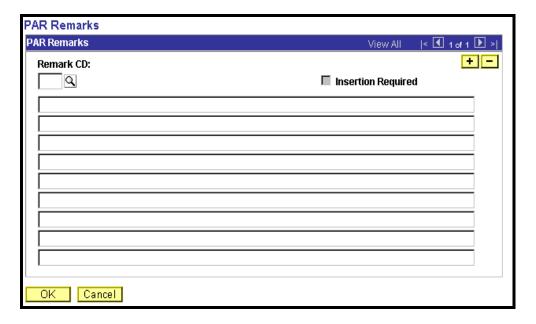


NOTE: The **Data Control** page will be populated with the most recent personnel action performed for the selected employee.

- Click the in the **Data Control** box to insert another row into the employee's record.
- 7 Enter the effective date of the conversion in the **Actual Effective Date** field
- 8 In the **Action** field, enter "PRO" (Promotion).
- 9 Enter the applicable **Reason Code**.
- Enter the **NOA Code** of "542" (Conversion to Senior Exec Service Career).
- 11 Select the appropriate **NOA** Ext from the dropdown menu.
- Enter Authority (1).
- 13 If applicable, enter the Authority (2).
- In the **PAR Request** # field, enter the applicable PAR Request number.
- To enter **PAR Remarks**, click the hyperlink of the same name.



The following **PAR Remarks** sub-page appears:



Enter the applicable **Remark CD (Code)** and tab out of the field to see the text of the remark.

NOTE: To add additional remarks, use the + to insert a row.

NOTE: If the **Remark CD** contains a "****", you must replace the asterisks with specific information. (i.e. this field may prompt you to enter date)

NOTE: To enter a freeform remark, enter "ZZZ" in the **Remark CD** field. Enter applicable remark text in sentence format. Text should fill the line. Once the line is filled, move to the next line. There is no autowrap feature. Do not hyphenate across lines. If a word requires hyphenation, move it to the next line. Do not use bullets or dashes. The "ZZZ" remark can only be used once for each personnel action.

NOTE: Within the EHRP system, there is no limit to the number of remarks that can be captured.

Mandatory Remarks



The system does not generate or suggest mandatory remarks that need to be entered in accordance with the NOA Code you are processing. Use the appropriate remarks based on OPM processing guidelines. There will no longer be HHS specific remarks for entry, except for the freeform ZZZ.



Procedure (cont'd) 16

When you are finished entering your PAR Remarks, click return to the **Data Control** page.

17 Click the **Job** tab.

The following Job page appears:



In the **Position** field, enter the SES position number to which the employee is being converted.

NOTE: The following fields on this page will populate based upon the **Position** that you have entered:

- *Job Code* (formerly the "PD#")
- Agency
- Sub-Agency
- Business Unit
- **Department** (formerly the "Admin Code")
- **Location** (formerly the "GeoLoc Code")
- Tax Location

Position Override



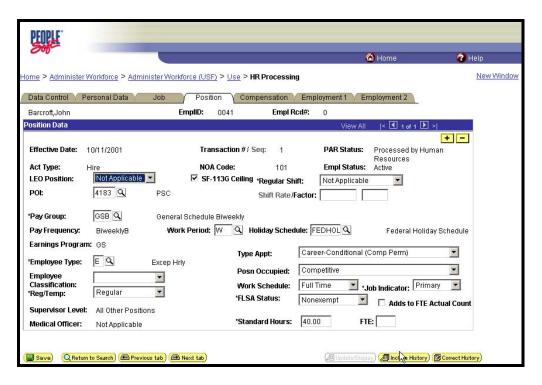
The **Position Override** checkbox will allow the user to modify the position management data for this employee. This function is to be used on a limited basis for extreme EXCEPTIONS. If the box is checked, the employee's data must be maintained manually, and automatic action functionality will be disabled for this employee record.



Procedure (cont'd) 18

Click the **Position** tab.

The following **Position** page appears:



NOTE: The following fields will populate based on the position selected:

- LEO Position
- Regular Shift
- POI
- Pay Group
- Work Period
- Holiday Schedule
- Reg/Temp
- Posn Occupied
- Work Schedule
- FLSA Status
- Supervisor Level
- Medical Officer
- **Standard Hours** (Also known as Base Hours. Be sure this value is <u>per</u> <u>week</u>)

19 If applicable, click the SF-113G Ceiling checkbox.



20 Select the **Employee Classification** from the dropdown menu.

NOTE: This field is only used for Indian Preferance.

- 21 Select the **Type Appt** from the dropdown menu.
- Select the **Job Indicator** from the dropdown menu.

NOTE: The default is "Primary."

23 Click the Compensation tab.

The following **Compensation** page appears:



NOTE: The following fields default based upon the position selected:

- Pay Basis
- Pay Plan
- Table
- Grade
- Select the **Pay Rate Determinant** from the dropdown menu.



Enter the **Step.**

NOTE: For those employees that do not have a step, "0" should be entered in the **Step** field.

NOTE: The page can not be saved until the Step is entered. After the Step is entered, the following fields will populate:

- Step Entry Date
- Base Pay
- Loc/LEO Adjust
- Total Pay
- FEGLI Base
- If the employee is an annuitant, enter the **Annuity Offset Amount** as a <u>per hour</u> value.

Pay Impacts

The annuity offset amount must be entered as a PER HOUR value not an annual amount. This value must entered correctly in order to avoid significant payroll issues.



- Use the to enter additional earnings codes.
- Click OK to return to the **Compensation** page.
- 31 Click on the **Expected Pay** hyperlink to display payroll information.



The following sub-page appears:

Expected Pay		
Geog Location Code:		
Locality Pay Area:		
LEO Special Pay Area:		
Locality Percentage:	0.000.00	
Change Percent:	0.000	
Base Pay		With Locality/LEO Adjustment
Hourly:	0.00	0.00
Daily:	0.00	0.00
Biweekly:	0.00	0.00
Monthly:	0.00	0.00
Annual:	0.00	0.00
Total Other/Premium Pay:		0.00
Total Pay:		0.00
Expected Results have been reduced OK Cancel		

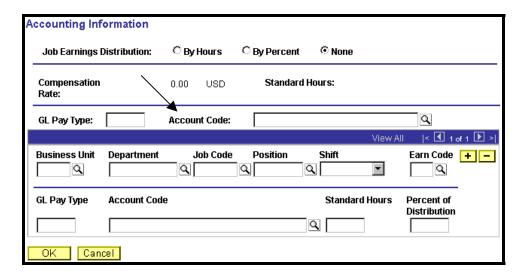
32 View the read-only information.

NOTE: DO NOT use the data on this page for pay verifications.

- Click OK to return to the **Compensation** page.
- Click on the **Accounting Information** hyperlink.



The following sub-page appears:



Enter the CAN in the **Account Code** field noted by the arrow.

Common Account Number The Common Account Number (CAN) is a required field and must be entered to process the appointment.



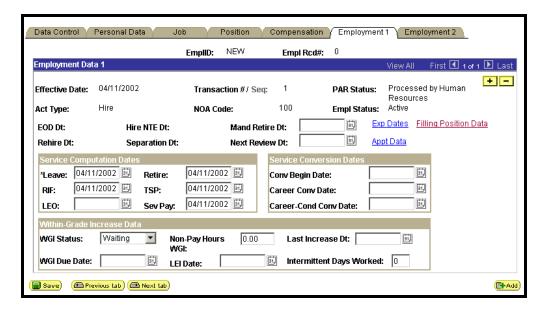
Procedure (cont'd) 36

Click OK to return to the **Compensation** page.

37 Click the **Employment 1** tab.

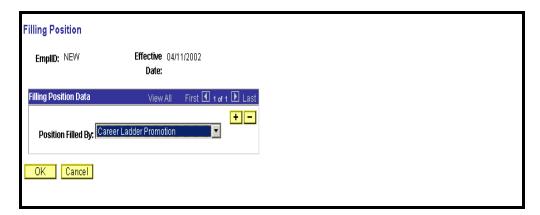


The following page appears:



38 Click the **Filling Position Data** hyperlink.

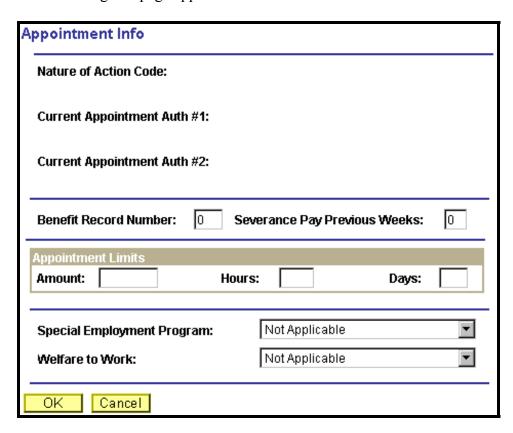
The following sub page appears:



- From the dropdown menu, select the correct method by which the position has been filled.
- Click OK to return to the **Employment 1** page.
- 41 Click the **Appt Data** hyperlink.



The following sub-page appears:



If applicable, from the dropdown menu, select the **Special Employment Program**.

NOTE: This is where the Special Program ID would be entered.

NOTE: Welfare to Work should not be captured here.

- Click OK to return to the **Employment 1** page.
- 44 If applicable modify the **Service Computation Dates.**
- 45 Modify the Within Grade Increase Data, if applicable, to "N/A."

NOTE: SES employees do not receive WGIs. They receive salary adjustments.

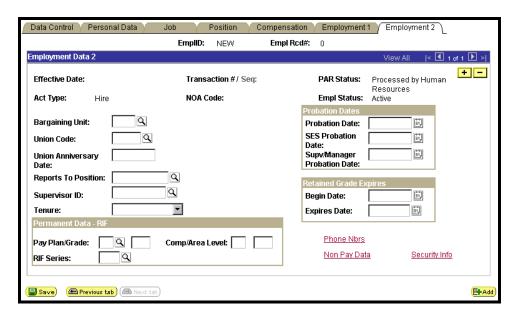
Modify the LEI date, if applicable.

NOTE: The LEI Date is the date of the last equivalent increase for this employee



46 Click the **Employment 2** tab.

The following page appears:



NOTE: The following fields default based on the position selected:

- Bargaining Unit
- Reports To Position
- Enter the employee's Union Code, if applicable.
- 48 Confirm or enter the appropriate **Reports To Position** for the employee.

NOTE: The Reports To Position field is required for automatic actions.

- 49 In the **Tenure** field, select "None."
- As applicable, enter the employee's compensation level in the **CompLevel** field.

NOTE: In EHRP, the Comp Level is a 3 digit code. Therefore, when a user enters a 3 character Comp Level Code, the Payroll Interface will automatically add a "0" to the beginning of the Comp Level Code when transmitting that data to Payroll

NOTE: Users should no longer enter any data related to the Comp Area Field. The entire Compl Level code should be entered into the Comp Level field only.



- Enter the completion date for the employee's probation in the **SES Probation** field.
- As applicable, enter the employee security information in the **Security Info** hyperlink.
- Change the **PAR Status** according to your role.
- Click Save.